INTRODUCTION
The Williamstown North Primary School First Aid Policy has been developed in accordance with the Department of Education and Early Childhood Development (DEECD) First Aid policy and should be used in conjunction with the ‘Victorian Schools Asthma Policy’.

1. Rationale
   1.1 The School’s approach towards health and safety is primarily one of prevention.
   1.2 Adequate training and resources are to be provided to effectively deliver First Aid in the event of sudden illness or injury to students or employees.
   1.3 Effective First Aid should be available to all students or employees who need it.

2. Aims
   2.1 To ensure that the school site is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students, staff or visitors to the school.
   2.2 To encourage preventative measures which include the development of procedures to minimise emergency situations and to promote safety awareness.

3. DEFINITIONS
   3.1 First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school.

4. IMPLEMENTATION
   4.1 The Administration staff is responsible for ensuring that:
       (i) funding made available from DEECD is used for the training of First Aiders according to the formula in Appendix D.
       (ii) all officially designated First Aiders are provided with immunisation against Hepatitis A & B as requested.
   4.2 The Principal/Assistant Principal shall ensure that:
       4.2.1 there is a minimum of one First Aider available to assist injured or ill persons. This person shall be trained to a competent level that covers all school requirements (see Appendix C).
*There is annual Staff Training on Asthma and Anaphylaxis Management.

4.2.2 a First Aider shall be available: -
(i) at the school or workplace during normal working hours
(ii) at other times when authorised DEECD programs are being conducted unless appropriate safety requirements are provided as detailed in the *Schools of the Future Reference Guide* – eg. Section 4.4.4.2, Swimming and Water Safety Programs

4.2.3 appropriate first aid kits, supplies and equipment are provided.
(See *Schools of the Future Reference Guide* section 4.5.1.4)

4.2.4 all staff are aware of the first aid procedures and location of resources.

4.2.5 staff are informed that when a child is sent to the First Aid room, the classroom teacher or supervising teacher will follow up with the First Aider and the child to ensure the child is okay.

4.2.6 a follow up phone call is made, enquiring about the condition/well-being of the child.

4.2.7 adequate hygiene practices are used.

4.2.8 means are available to contact emergency services in the event of sole occupancy, for example a cleaner or staff member working late.

4.2.9 First Aiders perform their duty in either replacement of or reduced Yard Duty unless other arrangements are deemed more appropriate.

4.2.10 where a child receives an injury requiring treatment by: -
(i) a doctor
(ii) outpatient services or
(iii) an ambulance officer
A follow up phone call is made to the parent enquiring about the child’s injury & their condition.

An Accident Report must be completed by the Yard Duty Teacher and the First Aider who provided treatment. The form is then faxed to Emergency management.
Details are recorded and the school is advised if any further action is required. A copy of the Accident Report is then filed and retained for 5 years.

4.3 Parents/Guardians are to ensure that they utilise forms provided by the school to:-

4.3.1 keep the school informed of current medical contact details concerning students

4.3.2 keep the school informed of current medical condition and appropriate history of students.

4.3.3 inform the school in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks (see *Schools of the Future Reference Guide*, Section 4.5.2).
4.3.4 update medical management plans at the start of each year or when changes have occurred.

4.4 Provision of First Aid:

4.4.1 All staff have a ‘duty of care’ when dealing with sick or injured children, whether it be during a Specialist session, a Sports session, in the playground or in the classroom.

All staff are required to provide assistance and to follow up to see that the child was taken care of, particularly when a child is sent to the First Aid room during the day.

4.4.2 Notwithstanding the duty of care of First Aiders, the treatment of illness and/or injury should be limited to those areas in which the person has received recognised training.

4.4.3 Designated First Aiders shall be responsible for:

- making a careful assessment of the child and injury and specifically ask “Where does it hurt?” and “Does it hurt anywhere else?”
- if needed, seek a second opinion about the injury or treatment,
- monitoring students according to their condition;
- informing the classroom teacher or supervising teacher that the child is in the First Aid room or has sustained an injury,
- contacting parents following all head injuries and consider phoning the parent if it is felt an injury may require monitoring or a review by a doctor or to simply let the parents know an injury has occurred.
- accurately recording all First Aid treatment. A copy of treatment provided shall be forwarded with the patient when treated by the First Aider. The First Aider should respect the confidential nature of any information given.
- reporting any considered hazard to the appropriate workplace Occupational Health and Safety representative and Principal/Assistant Principal;
- ensuring that the first aid resource poster is clearly displayed and updated regularly (Appendix F).
- administering the First Aid Room and its contents;
APPENDICES

APPENDIX A  Procedures
APPENDIX B  First Aid Facilities
APPENDIX C  Establishing the number of First Aiders required
APPENDIX D  Guidelines for First Aid Training
APPENDIX E  Resource List
APPENDIX F  First Aid Poster
APPENDIX G  The Victorian Schools Asthma Policy
Appendix A

PROCEDURES

School Operations

This policy should be read in conjunction with the *Schools of the Future Reference Guide* –

Section – Student Safety includes

- School excursions
- Swimming and Water Safety Programs

Section – Student Health covers the following:

- First Aid – Duty of Care
- First Aid Suggestions
- Contents of the First Aid Cabinet
- Portable First Aid Equipment
- First Aid Organisations
- Medical Services – General
- Medical Examinations
- School Dental Services
- Infectious Diseases in School – Exclusion from School
- AIDS/HIV Infection
- Contagious Disorders
- Children with Chronic Illnesses
- Medication and the School Child
- Cleaning up Accidental Blood Spills (see separate sheet)
Appendix B

FIRST AID FACILITIES

6.1 First Aid Rooms

6.1.1 The First Aid room should be well illuminated, ventilated clean and clearly identified (see Appendix D).

6.1.2 The First Aid room will be maintained to the following:

- easy access for a stretcher or wheelchair,
- access to a sink or washbasin,
- electric power points,
- couch or bed with blankets and pillows,
- chairs,
- stretcher,
- an emergency bell.

6.2 First Aid Kits

6.2.1 One major first aid kit will be kept on site at Sick Bay.

6.2.2 The school will provide adequate amount of easily portable First Aid Kits for use during off site activities.

6.2.3 The Yard Duty bags will contain basic first aid materials. Each classroom, including Specialists will have a basic First Aid Kit.
APPENDIX C

ESTABLISHING THE NUMBER OF FIRST AIDERS REQUIRED

Principals/Assistant Principal should aim to provide a minimum number of First Aiders trained to a competent level (minimum Level 2 and CPR), according to the following table for the total staff and student population.

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<thead>
<tr>
<th>TOTAL POPULATION (Staff and Students)</th>
<th>NUMBER OF FIRST AIDERS</th>
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<tbody>
<tr>
<td>&lt;74</td>
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<tr>
<td>75-200</td>
<td>2</td>
</tr>
<tr>
<td>201-350</td>
<td>3</td>
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<tr>
<td>801-1100</td>
<td>6</td>
</tr>
<tr>
<td>&gt;1100</td>
<td>7</td>
</tr>
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</table>

Formula adapted from:

i. the Workplace Code of Practice, Sec. 6

ii. total student enrolment February 1989
    (Source: Ministry Statistics and Research Section)

iii. school based personnel on Genius (EFT) 31 December 1989
    (Source: Budget Coordination RMD)
APPENDIX D

GUIDELINES FOR FIRST AID TRAINING COURSES FOR SCHOOLS

1. **Aim**
These Guidelines are intended to summarise the key areas of training needed to supplement knowledge and skills of employees required to undertake general first aid duties in a school environment.

The Guidelines have been developed to assist Principals/Assistant Principals in formulating the basis of a First Aid Program customised to meet local school needs. A number of First Aid Providers (see current list) have agreed to conduct courses customised to schools.

The Guidelines do not address minimum first aid training requirements for specialist areas such as AusSwim, Outdoor Education or Adventure Activities nor do they cover specific skills required to administer a medical service to a specific student with a diagnosed medical condition.

2. **Range of First Aid Duties**
General First Aid duties may include the following:

- participating in the risk management process within the school as part of the OH&S Leadership Team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- coordinating first aid duty rosters and maintaining first aid room and first aid kits.
- providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with Asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- providing input on first aid requirements for excursions.

Principals/Assistant Principals need to determine how first aid duties are best implemented in their school. In some cases duties may be shared across a number of staff. Staff should be competent in the areas they are expected to perform and training should be adapted to meet identified needs.

3. **Guidelines**
The following Guidelines are indicative and should not be seen as a substitute for a detailed assessment of the schools actual first aid training needs. For example insect or animal bite may be a rare occurrence across the school system but a particular school may have a higher incidence of some insects warranting more comprehensive coverage in training. Courses covering all of the following are typically 18 to 24 hrs in length. Shorter basic courses covering some modules only may vary from 4 to 9 hours.
To fulfil some or all of the first aid duties, training programs should address the following areas:

**A. Overview of the role of the First Aid officer and first aid duties in school**
- summarise major first aid duties.
- discuss in *loco parentis* role of teachers and provision of ‘medical services’ and how these differ from provision of first aid services. First Aid officers may be asked to undertake a coordinating role maintaining the standard of medical service provision, student medical records, parent notifications etc. Need to be aware of the difference between this role and that of providing first aid services.
- Training to provide medical services to particular students following specific medical instruction is not first aid. For example an Integration Aide may be trained on how to catheterise a student, or a teacher may be given instruction in administering medication for an allergic response in a student.

**B. Participating in the Risk Management process within the school as part of the OH&S Leadership Team including contributing to risk management solutions and providing feedback on injury reports and First Aid Register data to identify persistent or serious hazards.**
- deal with Duty of Care for teachers and specific responsibilities as First Aid providers.
- discuss OH&S Management Systems in Schools including policy, risk management, communication, DEECD support material and staff support. See the *OH&S Guidelines - Support Material for School and Schools of the Future Reference Guide*.
- provide practical advice on risk assessments and enable participation in risk management process. The CAP risk management booklet is a useful resource.

**C. Coordinating First Aid Duty Rosters and maintaining emergency procedures, First Aid room and First Aid kits**
- cover information on First Aid kit contents and First Aid room design and contents.
- cover overview of first aid services required during specific times e.g. lunch, play, sports etc.
- refer to DEECD Policy on First Aid and how this applies to the provision of first aid services.
- provide information on first aid emergency awareness training for staff including emergency notification processes, responsible officers and provision of emergency phone numbers.
cover how to provide staff and student awareness sessions in First Aid and Emergency procedures.

D. Provide First Aid services commensurate with competency and training (this may include all or some of emergency life support including care of life threatening conditions possible in school activities (Asthma, Anaphylaxis, Diabetes Management), management of severe bleeding, basic wound care, fractures, soft tissue injury, heart conditions.

provide opportunity for discussion on or investigation of student health and safety issues Schools of the Future Reference Guide ‘Environment’ Section, AusSwim, Adventure Activities are reference sources. First Aid officers will need to be a source of information on all elements of Schools of the Future Reference Guide directly affecting first aid.

provide opportunity for discussion on or investigation of employee health and safety issues in school OH&S Guidelines: Support Material for Schools are a reference source and participants should review their schools own accident data and Work Cover data.

provide information and practical exercises on range of first aid treatments of commonly occurring first aid incidents - cuts, abrasions, contusions, management of severe bleeding, basic wound care, fractures and soft tissue injury.

provide information and practical exercises on emergency life support including care of life threatening conditions possible in school activities e.g. cardiac arrest, anaphylaxis.

provide information and practical exercises on response to common student health issues requiring first aid e.g Asthma, Diabetes management. This area will require the largest single time commitment of any first aid training component. However some items covered in traditional or generic programs could be covered but occupy less course time because of their rare occurrence in education e.g. emergency child-birth, snake-bite treatment, bullet wounds etc.

E. Provide input on First Aid requirements for excursions

Discuss how participants can be part of initial planning by the school providing input on first aid data and accident reports connected with any previous excursions.

Discuss briefing excursion staff on First Aid kit contents and emergency support.
APPENDIX E

RESOURCE LIST

1. **Advice about the Code of Practice and First Aid Signage**
   Contact an Information Officer at the nearest Victorian WorkCover Authority Office:
   - Melbourne  (03) 9628 8113
   - Preston  (03) 9485 4555
   - Ballarat  (03) 5331 8388
   - Bendigo  (03) 5443 8866
   - Geelong  (03) 5223 2300
   - Mildura  (03) 5021 4001
   - Mulgrave  (03) 9565 9444
   - Traralgon  (03) 5174 8900
   - Shepparton  (03) 5831 8260
   - Wangaratta  (03) 5721 8588
   - Warriewood  (03) 5562 5600

2. **Information about First Aid Training Courses**
   For approved training providers and supplementary funding of the school’s Professional Development budget for first aid training contact the officer at the Regional Office

<table>
<thead>
<tr>
<th>REGION</th>
<th>CONTACT</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Western Metropolitan</td>
<td>Kath Kennedy</td>
<td>(03) 9291-6520</td>
</tr>
</tbody>
</table>

3. **Information about Hepatitis B Immunisation**
   See the Hepatitis B Guidelines for School
   Contact the Employee Health Unit
   Telephone: (03) 9637 2395

4. **Information about First Aid Rooms**
   For schools the requirements for the provision, location and design of first aid rooms are set out in the Facility schedules in *Schools of the Future Reference Guide* – Facilities: Section 7.18.
   For DEECD workplaces other than schools the requirements of the Code of Practice – First Aid in the Workplace should be observed.
5. **Information about Curriculum Resources**

**St John’s Ambulance Australia**
170 Forster Road
Mt Waverley 3149
PO Box 573
Telephone: 8588 – 8588
Facsimile: 8588 – 8555

**Australian Red Cross**
23-47 Villers Street
North Melbourne 3051
GPO Box 9949 Melbourne 3001
Telephone: 8327 – 7700
Facsimile: 8327 – 7711

**Red Cross National Office**
155 Pelham Street
Carlton 3053
Telephone: 9345 1800
Facsimile: 9348 2513  Updated May 2008

**Ambulance Victoria**
375 Manningham Road
Doncaster 3108
Telephone: 9840 3500
Facsimile: 9840 3583
First Aid 1800 24 88 59  Updated May 2008

**Diabetes Australia**
570 Elizabeth Street
Melbourne 3001
PO Box 206D
Telephone: 9667 1777
Facsimile: 9667 1778

6. **General Information**

Contact the Employee Health Unit
Telephone: (03) 9637 2395
IMPORTANT NOTICE

CLEANING UP BLOOD OR OTHER FLUID SPILLS

The following procedures fit the DEECD guidelines for cleaning up blood or other bodily fluids:

1. The blood or fluid should be cleaned up by a teacher or other adult as soon as possible and the person should:

   a. Wear disposable gloves,
   b. Wipe up the excess blood/fluid with paper towel and place in a plastic bag,
   c. Wash the remaining blood/fluids with warm water and detergent,
   d. Place the gloves in the bag and seal up the bag and dispose of it,
   e. Wash their hands with hot water and soap.
APPENDIX F

FIRST AID

ATTACH THIS POSTER IN THE FIRST AID ROOM & KITS

Names of currently qualified first aiders:

Belinda Gill       Sarah Nobbs       Tania Brown
Jess Kennedy       Kristy Krywula    Simon Corocroan
Judy Coleman       Linda Campbell    Manya West
                    Jane Mynard       Chrissie Van Nieuwkuyk

Detailed information regarding first aid is available in the

Basic First Aid kits are located all Classrooms rooms.

Emergency Telephone Numbers

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<th>Service</th>
<th>Number</th>
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<td>Fire Brigade</td>
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<tr>
<td>Poisons Information Service</td>
<td>131 126</td>
</tr>
<tr>
<td>Police</td>
<td>000</td>
</tr>
</tbody>
</table>

This Policy has been ratified by School Council on June 2008